

CHARGING AND REMISSIONS POLICY

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Contents

1. Aims	2
2. Legislation and guidance	2
3. Definitions	2
4. Roles and responsibilities	2
4.1 The Governing Body	2
4.2 Headteacher	2
4.3 Staff	2
4.4 Parents	3
5. Where compulsory charges cannot be made	3
5.1 Education	3
5.2 Transport	3
5.3 Residential visits	3
6. Where charges can be made	4
6.1 Education	4
6.2 Optional extras	4
6.3 Music tuition	5
6.4 Residential visits	5
6.5 Accidental or non-accidental damage	5
7. Voluntary contributions	5
8. Remissions	6
8.1 Remissions for residential visits	6
9. Monitoring arrangements	6

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Governing Body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

3

5. Where compulsory charges cannot be made

Below we set out what we cannot make a compulsory charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination resit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local

- authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

This does not preclude the school (or Governing Body) from inviting parents to make a voluntary contribution towards the costs of providing education for students, including School Charitable Trust Fund, trips, activities etc. Students of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary and that students whose parents do not contribute will not be treated differently and no child will be prevented from taking part due to non-payment. If any families have any financial difficulty they will be invited to talk to the Finance Manager who will come to an agreed arrangement.

6. Where charges can be made

Below we set out what we can charge for:

6.1 Education

- Any materials, ingredients, books, instruments or equipment, where the student's parent wishes him or her to own them or the articles produced from them such as in Food Technology, DT, Textiles etc.

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education

- Examinations:
 - Entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school or for which the Governing Body has determined that the student shall not be entered for educational reasons.
 - Re-sits will be charged for if no extra tuition has been given in school.
 - Voluntary upgrades of modular examination results will be charged.
 - If parents seek a re-scrutiny of an examination result for which the Examination Board makes a charge this will be passed onto parents.
 - If a student fails, without good reason to complete the examination requirements e.g. failing to complete coursework, for any public examination for which the school has paid an entry fee, the fee may be recovered from the parent.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6.5 Accidental or non-accidental damage

Should students break or damage property - parents will be charged with the replacement cost. This applies whether the damage was accidental or non accidental

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School Trips
- Sports Activities
- Enrichment Activities
- Weald Charitable Trust
- Charitable Events

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Remissions

In some circumstances the school may not charge for items or activities set out in section 6 of this policy. This will be at the discretion of the governing body and will depend on the activity in question.

8.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999 The guaranteed

- element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year - after tax and not including any benefits)

9. Monitoring arrangements

The Finance Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Business Manager every 3 years.

At every review, the policy will be approved by the Governing Body or their delegated committee.